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# United States Bowling Congress (USBC) State USBC BA Bylaws

## Introduction

The following document is the mandatory form of bylaws to be adopted by each BA (men and women) state association and to be used in conjunction with the *USBC Association Policy Manual*. Options for each are italicized. Complete all blanks where indicated.

The association must abide by state corporate laws and may adopt additional provisions provided they do not conflict with the mandatory bylaws or state laws. The appropriate provision of state law takes precedence over the bylaws.

Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for information only.

## Article I Name

The association is chartered by the United States Bowling Congress. (USBC must approve the name and jurisdiction of the association prior to granting a charter.) The name of the organization is the \_\_\_\_\_ **State USBC BA.**

## Article II Nonprofit Corporation and Charter

### Section A. Nonprofit Corporation

The association is organized as a nonprofit corporation and operates consistent with the requirements of an organization classified as tax exempt under Section 501(c)(3) of the Internal Revenues Code (IRC).

### Section B. Charter

The association shall be chartered by USBC and subject to its authority. To maintain its charter, the association must:

1. Provide services for USBC BA (men and women only).
2. Adopt bylaws approved by USBC.
3. Not enact any bylaws or rules inconsistent with *USBC's Bylaws*.
4. Adhere to stated requirements as set forth in the *USBC Bylaws* and *USBC Association Policy Manual*.



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### **Section C. Association Dissolution**

Upon dissolution of this organization all of its assets remaining after payment of its lawful obligations shall be distributed in accordance with the requirements of Section 501(c)(3) of the Internal Revenue Code and regulations promulgated thereunder.

### **Article III Purpose**

The purposes of the association as stated in the Articles of Incorporation, include, but are not limited to:

1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
2. Promoting the game of American Tenpins.
3. Conducting and supporting bowling competition.
4. Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(c)(3) of the IRC.

### **Article IV Membership and Dues**

Individuals who have obtained USBC and local association membership, in accordance with USBC and local association bylaws, become members of this association through payment of applicable annual state dues, if any.

The BA delegates and Board, by two-thirds vote, determine and adopt adult dues, if any. **The annual state adult dues are \$\_\_\_\_\_.**(Cannot exceed \$1.)

The Board may waive all or part of state dues for:

1. Members of other USBC associations having a reciprocal agreement with the association.
2. Other groups, such as seniors, etc., as determined by the Board.

The association cannot charge additional non-dues assessments.

### **Article V Board of Directors - Management**

#### **Section A. Board Composition, Authority and Duties**

The management and governance of the association is vested in the Board of Directors that includes the Officer and Director positions. The Board and the BA delegates determine the number of positions on the Board of Directors and their term. **The total number of board members is \_\_\_\_\_, with \_\_\_\_\_ total number of directors.**



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The Board shall not engage in any acts constituting a conflict of interest. The Board's duties include but are not limited to:

1. Enforcing the bylaws.
2. Complying with the *USBC Association Policy Manual*.
3. Conducting championship level competition for its membership constituency (men and women) and complying with state and local laws in their area.
4. Implementing USBC programs as requested.
5. Selecting/appointing the Association Manager.
6. Approving use of membership records.

### **Section B. Eligibility**

A candidate for the Board (elected or appointed) must be:

1. A USBC member in good standing of the association at the time of election and throughout their term.
2. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14 years, unless state laws mandate a specific age and be reasonably representative of the membership.
  - a. Any member of the Board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.
  - b. A maximum of three bowling center proprietors may serve on the Board at one time. A proprietor is an individual who is the owner, partner, or corporate officer of a bowling center or group of bowling centers. Excluded from the definition of proprietor is an individual who owns 25% or less of the equity shares, or who is inactive in the management of the bowling center and remains so during a term as an officer or director.

Additional eligibility requirements, if any, are to be approved by the Board and the BA delegates. **[Insert additional eligibility requirements here.]**

### **Section C. Election of Directors**

Directors are elected by majority vote<sup>1</sup>, unless plurality vote<sup>2</sup> is adopted, by the Board and BA delegates. **Directors are elected by a \_\_\_\_\_ vote of the Board and the BA delegates present and voting from:**

1. A slate.
2. Nominations from the floor.

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<sup>1</sup> If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote.

<sup>2</sup> A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.



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Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.

Voting will be by ballot if more than one nominee for each position.

#### **Section D. Term**

**The term for directors is \_\_\_\_\_ years.** The number of years in a term, the number of terms allowed and a stagger system are determined by the Board and the BA delegates.

**[Insert officer and director stagger system here.]**

#### **Section E. Resignation, Removal, and Vacancies**

1. **Resignation.** A Board member may resign from the Board of directors by providing written notice of resignation to the president or, in the case of the president, to the Board.
2. **Removal for Ineligibility.** A Board member who is no longer eligible to serve on the Board may be removed by a two-thirds vote of the Board when a quorum is present.
3. **Removal for Cause.** When a Board member is accused, in writing, of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the Board may conduct a meeting following the Removal Procedures in the Suspension and Reinstatement Chapter of the *USBC Association Manual*. An appeal may be filed with USBC Headquarters within 15 days of the removal. Two-thirds written consent of the full Board is required to seek re-election and/or re-appointment to the Board.
4. **Vacancies.** Vacancies in positions on the Board are filled for the un-expired portion of each term as follows:
  - a. The president, with Board approval, shall fill vacancies in director positions.
  - b. The Board fills vacancies in officer positions.

### **Article VI Officers**

#### **Section A. President and Vice President**

The officers of this association shall include a president and vice president. (The association determines if more than one vice president or a sergeant-at-arms is necessary and defines their duties and responsibilities in the association's operations manual.)

#### **Section B. Election**

The BA delegates, officers and directors determine the election process. **(Adopt one option and delete the option not adopted.)**

1. **Officers are elected by a majority vote of the Board of Directors from among the current directors unless state laws mandate otherwise; or**



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2. **Officers are elected by a majority vote<sup>1</sup> of the BA delegates, officers and directors, present and voting from:**
    - a. **A slate.**
    - b. **Nominations from the floor.**Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.

Voting will be by ballot if there is more than one nominee for each position.

### **Section C. Term**

**The term for elected officers is \_\_\_\_\_ years, not to exceed three years in a term.** The number of years in a term, the number of terms allowed and a stagger system are determined by the Board and the BA delegates.

### **Section D. Authority and Duties**

1. **President**
  - a. Presides at all meetings.
  - b. Acts as spokesperson for the association.
  - c. Serves as the liaison to the state proprietors association, if applicable.
  - d. Appoints committees with Board approval.

<p><b>Note:</b> Committees should be composed of both Board members and non-Board members. (See Committees in the <i>USBC Association Policy Manual</i> for more information.)</p>
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2. **Vice President**
  - a. Presides at all meetings when the president is absent.
  - b. Performs other duties as prescribed by the Board or requested by the president.
3. **Association Manager**
  - a. Selected/appointed by and accountable to the Board.
  - b. Acts as the ex officio non-voting secretary/treasurer of the Board or such other officer designation as required by law and determined by the Board.
  - c. Responsible for other duties as prescribed by the Board and in the *USBC Association Policy Manual*.

## **Article VII Meetings**

### **Section A. Annual Meeting**

An Annual Meeting of the Board and the BA delegates/alternates shall be held at a time and place approved by the Board of Directors. (See Article IX, Section B for the time frame for election of BA delegates and alternates to the USBC Annual Meeting.)



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Attendance is open to all members. Voting officers, directors and delegates/alternates must be at least 14 years of age, unless state laws mandate a specific age.

1. **The association invites all associations and Delegates within its jurisdiction, as follows:**
  - a. **Associations:**

BA will invite all BA associations as well as those associations that have a combined membership of men, women and youth.
  - b. **Delegates and Alternates.** Defined as members, at least 14 years of age at the time of election, unless state laws mandate a specific age, who are elected by chartered local associations. Only adult membership will be used to determine the number of adult delegates and alternates an association is entitled to send to the USBC BA state annual meeting.

**[Insert the delegate chart adopted by the Board and delegates.]**

A local association is not eligible to send delegates/alternates if it is declared delinquent or USBC has revoked its charter.

**Note:** An association that has not processed dues for the current season shall be considered delinquent.

- c. **Credentials.** Credentials are **forwarded to the state association at least \_\_\_days** prior to the opening of the annual meeting.
2. **Voice and Vote**

BA delegates, voting officers and directors of the association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote. Other members may attend with voice only. Absentee and proxy voting are not permitted.
3. **Responsibilities**

BA delegates and Board members shall:

  - a. Adopt bylaws.
  - b. Adopt state adult dues, up to the established maximum.
  - c. Elect officers and directors to the Board.
  - d. Elect one delegate and one alternate to the USBC Annual Meeting.
4. **Meeting Notice**

Written notice of the meeting shall be forwarded to the Board and the BA delegates at least 15 days prior to the annual meeting.
5. **Special Meetings**

Special delegate meetings may be called by the president or upon written request of at least three Board members or at least twenty-five BA delegates.
6. **Quorum**

**\_\_\_BA delegates constitute a quorum.** The BA delegates and Board determine the number. (See the Meetings Chapter in the *USBC Association Policy Manual*.)



## 7. Action

A majority vote of BA delegates, officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws.

Election of officers requires a majority vote. Election of directors requires a majority vote<sup>1</sup>, unless plurality<sup>2</sup> vote has been adopted in accordance with these bylaws. Election of BA delegates and alternates requires a plurality vote<sup>2</sup>. Absentee and proxy voting are not permitted.

### Section B. Board Meeting

The Board shall meet, at a minimum, as often as required by state law. Special meetings may be held upon the request of any Board member if a majority of the Board approves.

1. **Notice.** Written notice for all regular and special meetings shall be forwarded to the Board at least 15 days prior to the meeting.
2. **Quorum.** \_\_\_\_\_ **Board members constitute a quorum.** The Board and BA delegates determine the number. (See the Meetings Chapter in the *USBC Association Policy Manual*.)
3. **Action.** A majority vote of the officers and directors, present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action unless otherwise provided by law or these bylaws. Absentee and proxy voting are not permitted.
4. **Action(s) Without a Meeting.** Actions that are deemed necessary to conduct business/operations of the association may be taken outside of a Board meeting by use of mail, e-mail or teleconferencing. This type of action must be permissible by state law and approved by the BA delegates and Board.
  - a. The procedures found in the *USBC Association Policy Manual*, Chapter Eight, Section D, Item 4 must be followed.
  - b. **The association \_\_\_\_\_ (does/does not) allow the Board to vote via mail, e-mail, or teleconference.**

### Section C. Parliamentary Procedure

The most recent edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings.

## Article VIII Committees

### Section A. Standing Committees

The association shall have a Finance Committee. The committee is responsible for reviewing and monitoring association financial matters.

### Section B. Other Committees

The president may establish other committees, with Board approval.



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## Article IX Delegate and Alternate to USBC Annual Meeting

A delegate and alternate to the USBC Annual Meeting are elected by plurality vote<sup>2</sup> of those BA delegates and officers and directors present and voting. (See Article VI, Section A of the national bylaws for representation.)

**Note:** The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership.

### Section A. Eligibility

Delegates and Alternates must be:

1. Elected by the Board and BA delegates.
2. At least 18 years of age.
3. A USBC member in good standing of the association at the time of election and throughout their term.

If a member is elected to represent more than one association to attend the same meeting, the first election shall stand and any succeeding election shall be declared null and void.

**Note:** If the association's charter has been revoked they are ineligible to send delegates to the USBC Annual Meeting.

### Section B. Election

The delegate and alternate serve for one year, beginning August 1, and are elected by:

1. A slate.
2. Nominations from the floor.  
Qualifications must be submitted, in writing, at least 24 hours prior to the opening of the annual meeting.
3. Plurality vote<sup>2</sup>. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.
4. Alternates shall serve in order of their election.

The election is to be held in compliance with the USBC Annual Meeting requirements.

### Section C. Vacancies

Vacancies in delegate positions are filled by the alternates in the order in which they were elected for the un-expired portion of each term. If a vacancy still exists, the president fills the vacant position by appointment.

The appointee must also meet the same eligibility requirements as elected positions.



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## Article X Amendments

### Section A. Procedure

Any member of the association may submit proposed amendments to these bylaws. The state association bylaws may be amended by a two-thirds vote at any BA delegate meeting, by the delegates and Board present and voting.

The amendment must be:

1. Submitted in writing to the Association Manager or president.
2. **Submitted at least \_\_\_\_\_ days prior to the meeting when the association is considering the proposal.** (See Section B, Change in Dues.) The date or number of days is to be set by the Board and the BA delegates.
3. **Forwarded by the state association at least \_\_\_\_\_ days before the meeting to:**
  - a. Local Association Managers.
  - b. State Board of Directors.
  - c. BA delegates.

### Section B. Change in Dues

Forward a notice at least 15 days prior to the meeting at which the proposed change is considered to the Board and the BA delegates.

The notice must:

1. Be in writing.
2. Specify the amount of the change.
3. Specify the reason for the change.

Notification of any adopted change in dues and the reason for the change will be forwarded in writing to each local association.

### Section C. Effective Date

All amendments are effective August 1, following adoption, unless otherwise specified when adopted.

## Article XI Fiscal Year

The fiscal year of this association is August 1 through July 31.

## Article XII Indemnification

Directors, officers, and other authorized volunteers, employees or agents shall be indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of the association to the full extent permitted by law.